

SPECIAL EVENT APPLICATION FORM



THE CITY OF WINNIPEG
Community Services Department • Services communautaires
Community Bylaw Enforcement Services • Services communautaires d'exécution des règlements
 18-30 Fort Street • 30, rue Fort, bureau 18 • Winnipeg • R3C 4X3
 Tel./Tel. (204)986-2234 • Fax/Telec. (204)986-4094 • [311](http://311.winnipeg.ca)

INSTRUCTIONS: **The event Organizer/Coordinator must complete in full and submit this application to By-Law Enforcement Services for approval at least 10 days prior to the event.**

Event Name: _____ Event Date(s): _____
 Event Location: _____ Event Opening Time(s): _____
 Event Coordinator: _____ Event Closing Time(s): _____
 Phone: H _____ W _____ Cell _____ Total Hours of Operation: _____

FOOD VENDOR INFORMATION

If space is not sufficient, please list additional information on the back of the application.

**Indicate type of food vendor by checking one.*

Business Name of Food Vendor	Name of Operator	Address of Operator	Operator Phone Numbers			Mobile Food Vehicle	Push Cart	Temporary Food Booth
			Home	Work	Cell			
1)								
2)								
3)								
4)								
5)								
6)								
7)								

FOOD RELATED FACILITIES PROVIDED BY EVENT ORGANIZER *(check applicable items)*

- | | |
|---|---|
| <input type="checkbox"/> Booth hand wash facilities | <input type="checkbox"/> Electricity to each booth |
| <input type="checkbox"/> Pressurized water supply to booths | <input type="checkbox"/> Adequate electrical supply assured |
| <input type="checkbox"/> Sewer connections to booths | <input type="checkbox"/> Other – please specify _____ |

PUBLIC TOILETS AND HANDWASH FACILITIES

Estimated Maximum Number of People (on-site at one time) Total Number of Toilets to be Provided Number of Handicap Toilets to be Provided Total Number of Hand wash Basins to be Provided Frequency of Maintenance

Contractor's Name for Supply _____ Phone: H _____ W _____ Cell _____

Person Responsible for Maintenance _____ Phone: H _____ W _____ Cell _____

GARBAGE CONTAINERS

- | | | |
|--|---|--|
| <input type="checkbox"/> Adequate supply of garbage bins throughout grounds including bins in close proximity to each food vendor. | <input type="checkbox"/> Adequate number of commercial covered containers supplied. | <input type="checkbox"/> Routine monitoring of containers and pick up of litter assured. |
|--|---|--|

Applicant signature _____

Date _____

Reviewed and Approved by _____

Date _____